

S-E-C-R-E-T
CONFIDENTIAL

25 July 1957

MEMORANDUM FOR: Director of Training

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TO: Chief, Plans and Policy Staff

SUBJECT: Weekly Activities

COMPLETED PROJECTS

1. Employee Suggestion

Recommended against granting an award to an employee who suggested that to save time, money and personnel the Office of Training conduct management, administrative and trade craft training in a series of correspondence courses for the use of people in headquarters, as well as overseas.

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2. Operations Alert

Participated in Operations Alert together with the DDTR. The conclusions and recommendations concerning training will be made a matter of a separate report. The Office of Logistics, however, has begun to assist OTR in the identification of a possible

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3. PP/PM Seminar

The findings of the PP/PM Seminar have been sent to the printer for reproduction. The estimated completion date is the 9th of August. Copies will be distributed to DD/P and OTR instructors concerned.

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SUBJECT: Weekly Activities Report #30

B. PROJECTS IN PROCESS

1. Language Development Program

At the request of the O/Pers, a meeting has been arranged for 25 July to discuss the procedural problems in handling and processing awards for staff agent personnel efficiently and securely.

2. Training Support Planning Guide

The outline draft of the first six pages of the Training Support Planning Guide, intended for publication in a support planning handbook, have been completed. The remainder of the draft is in process. The purpose of the Guide is to explain the objective of training support planning, and to propose a method whereby operations and support planners will be able to identify training requirements and provide for their fulfillment.

3. Analysis of WE Program

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Work is continuing on the analysis of a WE Program.



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